



UPDATED: August 4, 2026

2026-2027 Handbook

Welcome to South Point Elementary School! Whether it's your child's first year in elementary school or the last, we want your family to have a great experience with our school. We are excited to have you as a part of the East Grand Forks Elementary Learning Community where everyone is valued and respected.

This journey requires that we work together – school, home, and community – to make sure that all students have the chance to do the best they can and to feel a sense of accomplishment that is real and long-lasting.

Your child's education is our priority and we are well equipped and eager to handle this responsibility. Like any caregiver, we need input from you to implement the best strategies and practices to most successfully work with your child. As your child's advocate, you need to help ensure that we have an open line of communication to work together for your child.

This handbook is a guide that will help you know what to expect throughout the school year. It includes all the important policies and procedures you need to know. These policies and procedures have been designed to contribute to the orderly operation of the school. Schools that are organized and orderly provide a safe, pleasant environment in which children can learn and grow. They are also places where parents and guardians feel welcome and comfortable when they visit.

This handbook includes Elementary School Procedures, General Topics, and several important District Policies. Consistent district-wide procedures and policies help us manage our schools and keep the focus on education.

We look forward to partnering with you this school year.

Sincerely,

Mrs. Melissa Kroetsch
Principal

Mr. Carl Adolphson
Assistant Principal

OFFICE HOURS AND STUDENT HOURS

Elementary School office hours are 7:30 a.m. - 4:00 p.m.

Student hours are 8:00 a.m. – 2:50 p.m.

EMPLOYEE DIRECTORY

Directory information can be found on our district website or at this [LINK](#).

VISITORS

Minnesota statute requires all school visitors to first report to the main office to receive a visitor's pass. If you wish to speak in person to your student's teacher, you will need to make an appointment with the student's teacher to set up a specific time and date of when their teacher is available to meet. No outside public will be permitted in classrooms unless invited by the classroom teacher for specific reasons.

ATTENDANCE

Regular attendance in school is essential for student success. The importance of school attendance is shown in the state's **Compulsory Education Law**, which requires that every elementary-age child "must receive instruction." As parents and guardians, you play the most important role in your child's education. Making sure your children arrive at school every day rested, well-fed, and ready to learn is a great contribution to your children's education.

ATTENDANCE LAW:

Minnesota Law (Minn. Stat. 120A.22 subd. 5) provides that every child between the age of 7 and 17 years of age must attend a public school or a private school during the regular school term. School Districts are required under state law, to provide a minimum number of hours of instruction for each grade level (Minn. Stat. 120A.41)

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES

1. Hold your child accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
3. Notify the office by phone call, email, or in writing of an extended absence before the absence. Contact the principal to discuss an extended absence.
4. Contact the office, social worker, and/or teacher if you have any concerns about your child's attendance.

REPORTING AN ABSENCE

Parents/Guardians are required to notify the office via a note or telephone call before 8:00am on or before the day their child(ren) will be absent for any reason. Failure to call by 8:00am will result in a call, text, and email inquiring about your student's absence. Please call and provide your name, your student's name, your child's teacher's name, and the reason for the absence.

Parents/guardians are required to notify the office via a note or telephone call prior to 8:00 a.m. on or before the day their child will be absent for any reason. Failure to call may result in an unexcused absence. Please call the office and leave your name, your student's name, and your child's teacher's name as well as the reason for the absence. The call allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students. This policy has been instituted for the safety of your child; therefore, your cooperation is appreciated.

EXCUSED ABSENCES

An absence will be excused if the parent calls, emails the school, or provides a written note, which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. **A doctor's note must be provided if your child is gone from school for more than three days in a row due to illness.**
2. Medical, dental, and other professional appointments that cannot be scheduled outside school hours.
3. Family emergency, serious illness in the family, or a death in the family.
4. Religious or cultural holidays or observances as approved by the administration.
5. Mandatory court appearances.

6. Conditions beyond the student's control. Examples are automobile accidents or delayed school buses due to inclement weather.
7. Pre-approved family trip/vacation. Parents are strongly encouraged to schedule such trips during school breaks and vacations. Regular attendance is important for academic success and classroom instruction, discussions, and group activities are difficult to replace during an absence. Please notify your child's teacher and the school office in advance of a planned family activity/vacation. Your child will be expected to complete all homework upon his/her return.
8. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation plan, or Individual Health Plan.
9. After 5 excused absences, the parent/guardian will receive a warning letter from the school reflecting the days the student has been absent.

UNEXCUSED ABSENCES

Examples are running late, oversleeping, malfunctioning alarm clocks, missing buses, and so on. It is the parent/guardian's responsibility to contact the school regarding the student's absence. The parent/guardian will receive a letter from the school after your student has exceeded more than 3 unexcused absences. Students under 18 years of age who have any combination of 7 unexcused absences will be referred to Polk County Human Services for educational neglect.

1. Three tardies will equal 1 unexcused absence.

TARDIES

The student's day begins at 8:00 a.m. Students are tardy after 8:05 a.m. and must be signed in at the office and receive a tardy slip to take to their teacher.

1. As a reminder, 3 tardies equal 1 unexcused absence.

EXTENDED ABSENCES

1. Parents should be aware that according to Minnesota State Law, a student absent for fifteen (15) consecutive days must be withdrawn.
2. If a student experiences an extended long-term illness of 15 consecutive school days, he/she may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

PROCEDURE FOR DROPPING OFF AT SCHOOL

When dropping off children in the morning, be aware that buses begin arriving about 7:30 a.m. so please drop children off no earlier than 7:30 a.m. in the front of the building. Children who are walking to school or being dropped off **should not arrive at school before 7:30 a.m. as teachers report to school at 7:45 am. There is limited supervision between 7:30 a.m. and 7:45 am.**

DISMISSAL DURING THE DAY

Parents/guardians are asked to call or send a note with their child prior to appointments and vacations, etc. Please include the name of the person picking up your child if it is someone other than the parent/guardian for your child's safety. **Whoever picks up the child will be required to sign the child out of the office.** An administrative assistant will contact the child through the teacher.

RELEASE OF STUDENTS

Children will be released from school to the custodial parents/guardians or to those adults listed on the student's enrollment or emergency information form. ***Parents must contact the school office in advance to authorize the release of their child to someone else. (A written notice providing the name and contact information is preferred).***

If there is a disagreement between parents regarding visitation or removing children from school, we will ask you to provide us with the court orders to document the restrictions. To assure the safety of your child, you may be requested to provide identification if staff are unsure of your identity.

All parents, whether custodial or non-custodial, may visit a student at school or remove a student from school, provided the parent complies with the District's visitor's policy and does not disrupt the student's program of education. Both custodial and non-custodial parents also have the right to attend parent-teacher conferences. However, the district is not required to hold a separate conference for each parent and has the right to attend other school events designed for parents. The fact that the parents are divorced or legally separated does not alter these rights unless a parent provides the School with a court order or other legally binding document specifically prohibiting physical contact between a non-custodial parent or other named individual and a student.

END OF THE DAY DISMISSAL PROCEDURE

If there are any changes to your student's end-of-the-day routine, you must notify the office by 1:30pm (12:30pm on Wednesday early outs). Students will be walked out of the building at the end of the day by their teacher where they can be picked up at the front of the building in the pickup/dropoff lane. South Point Safety Patrol as well as staff volunteers will be out by the pickup/dropoff lane as well as at the corner of the pickup/dropoff lane and 19th Street to assist in the safe transportation of our students. As you are exiting the parking lot, please watch for pedestrians who may be walking to or from the parking lot. We appreciate your cooperation in keeping our parking lot safe and being mindful of your surroundings.

CLASS PLACEMENTS FOR THE SCHOOL YEAR

The South Point staff is committed to providing the best possible education for your child's unique needs. Every child's placement is important and deserves careful consideration. Classroom teachers, specialists (PE, library, and music teachers), learning support staff, and the principals are all part of the placement process.

When configuring each class, we take into account the following elements:

- Academic needs
- Social needs
- Special services scheduling
- Gender balance
- Student leadership
- Equitable class size
- Diversity
- Learning styles

As a staff, we will employ our best professional judgment when considering the needs and strengths of each child and his or her placement in a particular classroom. Attempts to accommodate parent requests for a specific placement, often result in a disruption in the balance of classrooms that the staff works so hard to ensure.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

E-LEARNING DAYS

To optimize the learning opportunity afforded by the State of MN 2017 legislation, EGF Public Schools has opted to participate in E-Learning days in the event of inclement weather. **Only 5 E-Learning days will be allowed each school year.** Your student will receive a BINGO card packet containing five cards from their classroom teacher. Your student must complete an activity under each column, have a signed signature, and return their BINGO card to their classroom teacher within three school days after the E-Learning day was issued. Returning the BINGO card will verify your student's attendance on the E-Learning day. Failure to return the card will result in an absence for your student on that E-Learning day. In the event your child forgets their E-Learning packet at school you can access the BINGO cards through our district website at egf.k12.mn.us/page/elearning.

- Notice of an E-Learning day will be given as soon as possible through the school's auto-messaging system.
- Teachers will be available electronically or by phone from 9:15 a.m. to 3:00 p.m. on E-Learning days. Please contact the school office at 218-773-1149 with any questions.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should speak to the building principal. A background check may be required by the school district. Parents/guardians who visit the school should sign in at the main office before entering a classroom. Specific procedures for parent volunteers, such as a sign-in requirement and prearrangement with the classroom teacher are required. For more information, contact the building principal.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips are considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Transportation to and from school for students living within two miles of school. (at this time we transport all students)
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Teachers may ask the children for a small fee to cover the cost of treats for class parties.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Principal of your building.

BICYCLES

Bicycle liability and protection are the sole responsibility of the bicycle owner or rider. Parents permitting their children to ride bicycles to school need to explain to their children the following rules:

- Bicycles must be ridden on the right-hand side of the road or a designated bike trail.
- When arriving at school, the bicycle should be placed in the bike rack immediately.
- Bicycles must be left in the racks **until after the buses leave** at dismissal time.
- Bicycle security is the student's responsibility; the bicycle should be locked while at school.
- Wearing a bike helmet is highly recommended and encouraged for safety.
- Bicycles should be walked until off-school grounds.

IN-LINE SKATES

Elementary students **may not** use in-line skates, skateboards, or scooters on school property. Students who use any of

these to travel to school must not use them once they reach school property. Parents are strongly encouraged to have their children wear a helmet when riding or wearing these items.

Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the wearer and to other students.

The school is not responsible for lost, stolen, or damaged items that are worn or ridden to school. Items that pose a nuisance to the school environment may be confiscated and returned at a later time.

STORM PROCEDURES FOR CANCELLATION OR DELAY OF SCHOOL

If weather conditions are such that school cannot be in session, you will be alerted by the school's automated system. Your primary number will be called. You can create and manage your account by adding and editing personal information. Go to www.egf.k12.mn.us and under Menu, click on ParentVue. You may also check the school website, the District's social media accounts, and/or listen to local radio and TV stations for announcements. Be sure to listen for East Grand Forks Public Schools. Parents/guardians may use their judgment in keeping students home or picking them up early in storm conditions

DRESS CODE

We take pride in the appearance of our students. The behaviors of students and staff contribute to the climate of South Point Elementary. Individual student dress and appearance can positively or negatively affect a school climate. Clothing and hair shall be neat, clean, safe, and should not disrupt the instructional process. Parents should use discretion in regard to proper dress. If the undesirable dress is noticed, the Principal will confer with the parent. For health and safety purposes, students should wear weather-appropriate clothing and footwear, etc., as we do require them to go outdoors during the students' recess time all year long.

The following are some examples of unacceptable dress/clothing:

- Caps, hats, hoods, or bandanas
- Backless, low-cut, off-shoulder shirt, spaghetti straps, midriff shirts, tank tops (with straps narrower than 2 inches), or any see-through garments
- Dresses, shorts, or skirts that are shorter than fingertip length when hands are down at your sides
- Clothing with revealing holes or cutouts
- Visible underclothing, including bra straps and undergarments
- Clothing with profanity, inappropriate language, suggestive messages including sexual innuendo, potential gang affiliation, drugs, tobacco, vaping, or alcohol products
- Baggy pants or shorts worn below the waist so undergarments are showing
- Bare feet, stocking feet, or slippers
- Wearing or carrying coats, backpacks, or book bags during school hours

*Note: This policy may be updated or amended without notice to prohibit any attire that the school officials deem disruptive or inappropriate to the educational learning environment.

In recognition of individuals with asthma, allergies, and severe environmental/chemical sensitivities, please refrain from wearing heavy amounts of fragrances and scented personal care products including perfume, cologne, aftershave, body sprays, and scented hair products.

TENNIS SHOES

To avoid accidents, all children are required to have a pair of tennis shoes for use in Physical Education classes. This safety requirement is essential. Black-soled shoes and slip-on shoes are strongly discouraged.

ELECTRONICS AND NUISANCE ITEMS (cell phones, iPods, Trading cards, etc.)

If students bring their cell phone or other personal electronic device(s) to school (including, but not exclusive to, Smart Watches, iPads, and tablets) it must be powered off and stored in the student's locker upon arrival through the dismissal bell. A phone is available for student use in the office. This phone is for emergencies or important phone calls. Students must ask office staff for permission to use the student's phone before using it. Students violating this policy will have their phone/electronic device confiscated and brought to the office.

Violations:

- 1st violation – Device is held in the office; student may pick it up after dismissal.
- 2nd violation – Device must be picked up by a parent/guardian.
- 3rd violation – Student will be expected to either leave the device at home or turn it into the office upon arrival to pick up after dismissal (for a time determined by office staff).

The school will not be responsible for lost or damaged devices.

Additional rules:

- Wireless earbuds or headphones are not allowed. Students may bring corded earbuds/headphones for classroom use when permitted by the teacher.
- Inappropriate movies or pictures of teachers, students, or school activities are prohibited. Taking or publishing photos or videos of anyone without their permission is a violation.
- Camera phones are strictly forbidden in private areas (locker rooms, bathrooms, dressing areas, classrooms, offices). Such use may also violate the criminal code.

*Inappropriate movies, pictures of teachers, students, or school activities are prohibited. Taking and/or publishing photos or videos of anyone without their permission is a violation.

*Camera phones are strictly forbidden in private areas such as bathrooms. Such use may also be a violation of the criminal code.

EMAIL ADDRESSES

Please keep the office informed if your email address changes. We will be using electronic communication whenever possible this year, and in order to keep you informed we need to have a current address. To make changes, please log into your ParentVUE account to make your updates. If you need assistance, you can email changes to DeAnn Phelps at dphelps@egfk12.mn.us. You may also call South Point at 773-1149.

EMERGENCY NAMES AND PHONE NUMBERS

The current work numbers for parents as well as names and phone numbers to call in an emergency are needed at school.

Please keep us informed of any changes so that we can reach you if needed for your child's welfare.

If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. In the event of an emergency, if we are unable to reach you or the emergency contact person(s), we will call 911, law enforcement, or child protection services for immediate assistance.

BREAKFAST AND LUNCH

Students have the option to receive a complimentary breakfast and free lunch. Good nutrition is an essential part of a good education. It is also critical for proper childhood development. It starts with a good breakfast for children to have the energy and nutrition for the day. Eating breakfast and lunch makes it easier for students to concentrate on learning, think clearly, and be on their best behavior.

If your child has special dietary concerns that the school should know about, talk with the Principal. Current prices for school lunches and breakfasts as well as lunch menus are listed on our district website at egfk12.mn.us listed under Food Services. Due to security reasons, students are not permitted to have guests during their lunch period.

PLAYGROUND EXPECTATIONS

Playground rules will be reviewed and practiced by all classroom teachers and paraprofessionals at the beginning and throughout each school year. The school rules and procedures will be enforced by all supervisors during all outdoor breaks and recess.

- Play in designated areas only.
- Follow directions of playground staff.
- Use appropriate language and volume.
- Follow all safety rules.
- When the whistle sounds move with purpose to line up or to the building for class.

LUNCHROOM EXPECTATIONS

- No sharing of food.
- Follow directions of adult supervisors.
- Speak in an inside voice.
- Clean the area around your table before leaving.
- Eat an appropriate amount of the lunch provided or brought from home.
- Find a place and stay seated until dismissal.
- Raise your hand if you need assistance.
- If a student is fighting or throwing food, the student will be removed from the lunchroom and an alternative setting will be provided.

APPLY FOR FREE/REDUCED LUNCH

Students will receive school breakfast and lunch meals free. Even though every student receives free breakfast and lunch families must complete the Free and Reduced Lunch Form for the upcoming school year. This is crucial for accessing state funding for our school district. An application is available at egf.k12.mn.us listed under Food Services. Simply complete this form at the beginning of the school year. A paper application is available upon request; please contact the school office. The information you provide on the form is confidential. You may also file a lunch application at any point during the year.

HOMEMADE FOOD, SNACKS, AND TREATS

There may be special occasions for students to share treats with the class. **All food must be commercially purchased and individually wrapped.** Homemade cakes and treats are **not** acceptable due to state health codes. Student snacks should be healthy. Snacks not permitted include chips, candy, etc.

A classroom may have a student with an allergy. Information will be provided by the classroom teacher asking for a limit on the allergen in the classroom. Treats NOT allowed are sheet cakes, ice cream cakes, and anything that would require the teacher to deliver to individual students. Beverages not permitted in the classroom or at lunch include coffee drinks, teas, energy drinks, soda, and shakes.

CLASS PARTIES

There are occasions during the year for classroom parties, decided by the teacher. Teachers may ask for a small fee to cover the cost of treats.

Birthday Treats

Families who wish to provide birthday treats for their child's class are encouraged to keep treats simple and appropriately sized. Students have many opportunities for treats throughout the school year. Simple options such as individually packaged cookies, mini muffins, or mini cupcakes are appreciated. All treats must be commercially purchased and individually wrapped.

FIELD TRIPS AND PERMISSION FORMS

Both transported and walking field trips are taken by classes to broaden their educational experiences. An information letter and permission form will be sent home for parental approval before any trip. There are various times during the year when we wish to take the children to local places off our school grounds, such as the high school, senior citizen home, the

park, local stores, etc. **For such trips, parents/guardians will be asked to sign a general permission form and an image release form that will be effective for the entire year. These forms are made available at the beginning of each school year and include consent to the use of student images on social media and local news outlets.**

PARENTS TEACHERS ORGANIZATION (PTO)

PTO, which stands for Parents, Teachers, Organization, is the elementary school's volunteer organization made up of parents, teachers, and principals, working together to benefit our children in the best way possible. The schools' PTOs provide many volunteers and offer funds to the elementary schools for the purpose of providing educational extras for the students. In November all elementary schools kick off with a Turkey Bingo, which is one of several fundraisers that the PTO organizes during the school year. In April, look for more family fun at the PTO carnival. PTO meetings are generally held monthly. Check the district calendar for the meeting dates. We hope you will consider being an active part of this organization.

ANIMALS

Animals are not allowed in school buildings, except those provided through the district's science curriculum. This includes birds, reptiles, and all animals with fur. Service animals are accepted with identification.

LOCKERS, DESKS AND PERSONAL ITEMS WITHIN A LOCKER

Under Minnesota law, school lockers, desks and lockers are school district property. The district does not relinquish its exclusive control of desks/lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

A student's personal possessions and/or person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. As soon as practicable after the search of a student's possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (Policy 502)

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees." (Policy 505)

LOST AND FOUND

Lost and found boxes are located near the cafeteria. Unclaimed items left on buses are brought to the school. At the end of each semester, unclaimed items are given to a charitable organization. Parents are strongly encouraged to label all students' clothing, footwear, school supplies, etc. Pupils should be encouraged to check the lost and found boxes if they have lost something.

HEALTH SERVICES

The School Nurse along with a Certified Nursing Assistant provides:

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or are placed under their parent's or emergency contact's care.
- Administration of medication and treatments under the direction of the school nurse. Health screenings are recommended by the MN Department of Health (Vision, Hearing, Scoliosis).
- School health record maintenance.
- They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between healthcare professionals, educators, students, and their families.

SCHOOL HEALTH RECORDS

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines, or diagnoses of infectious diseases. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law.

SCHOOL HEALTH ACCIDENTS

In the event your child is involved in an accident at school, the teacher, school nurse, or office personnel will administer first aid. If the accident appears serious in nature, parents and/or emergency medical assistance will be called.

HEALTH CARE ACTION PLANS

If your child has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request a Health Care Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

ADMINISTRATION OF MEDICATION/TREATMENTS IN SCHOOL

"Internal medication should be given only by or on the order of a physician." The giving of aspirin or any other drug internally at school is not approved, as this is the responsibility of the parent or the physician. Children who must depend upon medication in order to stay in school must have a written order from a physician giving specific directions for taking medication. Medication to be administered must be brought to school in a container appropriately labeled by a pharmacy or by a physician.

The school will designate a specific, locked, and limited-access storage space within the school to store the medication. The school will ensure that there is a copy of the "Physician's Written Order and Parent Authorization Form" in the pupil's medical records file and a copy is available for immediate reference by the principal and/or person designated by the principal to administer the prescribed medication.

The school shall refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved "Physician's Written Order and Parent Authorization Form."

IMMUNIZATION

Minnesota Statutes Chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact Minnesota Immunization Hotline @ 612-676-5100 or the MDH website: www.health.state.mn.us/immunize.

ILLNESSES

Many parents are concerned about when children should stay home or attend school. The following information is intended to help with this decision:

- If the child has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the child has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the child has any rash that may be disease-related or the cause is unknown, check with your healthcare provider before sending him/her to school.
- If the child has open/draining skin sores or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider.

When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

BUILDING RULES

Building rules will be reviewed and practiced by all classroom teachers at the beginning of each school year. The rules and procedures will be enforced by everyone in the building with the expectations of being Respectful, Responsible, and Safe.

Each inappropriate behavior will be addressed as an individual circumstance with the goal of changing student behavior in

a positive manner. Serious issues, such as fighting or damage to property, will result in parental contact.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a “0” in proficiency rating for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline” policy.

Bullying (Policy 514)

Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or student's educational benefits, opportunities, or performance. Bullying includes but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student
- Damaging a student’s property
- Placing a student in reasonable fear of harm to his or her person or property; or
- Creating a hostile educational environment for a student

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated in this handbook. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or other spending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but are not limited to, warnings, suspensions, exclusions, expulsions, transfers, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statute authority, including Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

You can find the Bullying Policy on our EGF website at www.egf.k12.mn.us under the tab “Our District,” then click on EGF School District Policies.

PLEDGE OF ALLEGIANCE

In accordance with state law, the district will recite the Pledge of Allegiance to the United States of America one or more times each week. Any student who does not wish to participate in reciting the pledge may elect not to do so. All students must respect another person’s right to make that choice. **Parents of the students wishing to not participate in reciting the pledge must notify the teacher of their child’s choice.**

STUDENT BEHAVIORAL PLAN

Learning best occurs in an orderly and safe environment, where students learn to be Respectful, Responsible, and Safe. The following plan states the district principle & core beliefs. You can find the full copy of the student behavior plan here: [South Point Behavior Plan](#)

STUDENT CODE OF CONDUCT (Policy 506)

Disciplinary action may be taken against students for any behavior, which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees. [East Grand Forks Code of Conduct](#)

DAMAGE TO PROPERTY

Students are expected to treat school property and the property of others with care and respect. In cases where a student intentionally damages, defaces, or vandalizes school property or the personal property of staff members, parents/guardians may be held financially responsible for the cost of repair or replacement. Additional disciplinary consequences may also apply in accordance with school and district policies.

DISMISSAL

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered a part of the Independent School District 595 Disciplinary Policy.

COMMUNICATIONS

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Procedure for Notifying Students and Parents or Guardians of Violations

Parents/guardians will be notified by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Maintenance of Student Discipline Records

It is the policy of the school district that complete and accurate student discipline records be maintained.

The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

Interaction with Law Enforcement Authorities

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.

The Student Behavioral Management Policies (#s 501, 506, 506F, 515, 529, & 529F) are available on our East Grand Forks website at www.egf.k12.mn.us under the tab Our District, then click on EGF School District Policies.

RIGHTS AND PROTECTIONS POLICY

Protection of Pupil Rights (PPRA) - Family Education Rights and Privacy (FERPA)

The East Grand Forks Elementary schools understand the need to maintain a safe and respectful educational setting for its students. In order to ensure that student safety and privacy are maintained the schools will adhere to the following practices:

- Parents/Guardians have the right to inspect instructional materials
- Parents/Guardians have the right to limit surveys or evaluations used by outside agencies
- The schools will protect student information/records and distribute them only to authorized individuals/agencies
- The schools will notify parents (annually) that privacy policies are in place to protect their children from disclosure of personally identifiable information

The intent of these practices is to provide parents/guardians the opportunity to review instructional materials, address concerns, and propose reasonable alternatives. District Policy #515 lays out a detailed procedure for schools to follow when a concern is brought forth.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

RELIGIOUS, RACIAL and SEXUAL HARASSMENT, VIOLENCE POLICY

Everyone in District 595 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment, violence, or hazing of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

- Name-calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or principal. You may also make a written report. It should be given to a teacher, counselor, principal, or the District Human Rights Officer, Superintendent Kevin Grover. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial, or sexual harassment, violence, or hazing and will take all appropriate actions based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have filed a report. This is a summary of the school district's policy against religious, racial, and sexual harassment, and violence. Complete policies are available in each school office upon request.

WEAPONS POLICY

It is a violation of the school district policy 501 for any individual to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or destructive device or a “look-alike” weapon or destructive device in school, on school grounds, at school activities, at bus stops, or in school vehicles, or entering upon or departing from school premises, property, or events. Weapons and destructive devices as defined in Article III of this policy will not be tolerated. Students who bring a firearm to school shall be referred to the criminal justice or juvenile delinquency system by the building administrator. Students in possession of a weapon as defined in Article III, Section A, which does not constitute a weapon or destructive device pursuant to the Gun-Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Other possible consequences for violation of this policy may include:

- Notification of parent or guardian
- Involvement of the police with a recommendation to charge
- Suspension for up to five days and/or
- Exclusion/expulsion from school by the School Board (Policy #501)

RESPONSIVE CLASSROOM

Many instructors at South Point Elementary have integrated the Responsive Classroom model. Responsive Classroom is an approach to teaching and learning that seeks to balance social and academic skills. By using the Responsive Classroom model, guidelines for building community are set, rules are created, and high expectations for learning and behavior are established. Children feel like they belong, have been empowered, and can have fun in a safe manner.

Responsive Classroom Components

- **Morning Meeting** consists of a greeting, sharing, activity, and news and announcements
- **Guided Discovery** is a purposeful technique to introduce materials, areas, or activities to students

- **Academic Choice** allows students to choose their learning activity within a range of choices structured by the teacher
- **Logical Consequences:** take a break, loss of privilege, break it-you fix it (apology of action), buddy room, social conferencing, and/or meeting with the principal

Establishing school-wide rules will take place within the first month of school. Following that, a copy of the school rules and consequences will come home for parents to discuss with their children.

PARENTVUE

ParentVUE is available for families to view their child's lunch account, attendance, grades, and personal data. ParentVUE allows viewing rights to only records of their children/child.

If you have computer access and are interested in gaining access to ParentVUE, please contact the office at 218-773-1149.

REPORTING TO PARENTS

Progress reports and report cards will be sent to custodial parents. They will also be sent to non-custodial parents if a request for a second household mailing has been filled out on the registration form.

TRANSPORTATION AND CONDUCT

Your school bus ride is a privilege, not a right . . . please follow bus safety rules!

A student transportation request must be completed before your child will be transported. The online form can be found at www.egf.k12.mn.us under transportation.

East Grand Forks School District is committed to providing safe and efficient bus transportation to all eligible students between the bus stop nearest the student's home/daycare and his or her assigned school. Every transported elementary student in East Grand Forks will have no more than two-selected drop-off points. Telephone requests will not be honored. Transporting students to school and home daycare will be accomplished with a consistent procedure that will work efficiently, eliminate confusion and reduce the hazards to our students (Policy #s 707, 708, & 709). School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Large school projects and sporting equipment such as rollerblades, ice skates, skis, skateboards, golf clubs, etc., are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

The East Grand Forks School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

East Grand Forks Public Schools provides transportation services for students throughout the district. We use **EZRouting**, which includes access to the **BusQuest App**. This app allows parents and guardians to view their child's transportation information, **track the location of the bus**, and **check attendance records** to see if their child boarded the bus. This can be especially helpful if you're unsure of where your child is before or after school.

Please be at your **assigned bus stop at least 5 minutes** (but no more than 10 minutes) **before** the scheduled pick-up time. Pick-up times may vary throughout the school year due to road conditions, weather, or changes in bus routes. We appreciate your flexibility and understanding when these adjustments occur.

If you have questions or concerns, please contact the **Transportation Director at 218-773-0476**.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are

expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- **All students in grades K-5 will have assigned seats.**
- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Do not take pictures or videos on the bus.

Bus Conduct Records:

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

Vandalism/Bus Damage:

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct:

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Parent and Guardian Involvement:

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are

asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children.
2. Support safe riding and walking practices, and recognize that students are responsible for their actions.
3. Communicate safety concerns to their school administrators.
4. Monitor bus stops, if possible.
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Verify their student has a bus pass / ID to ride. The bus driver will scan/enter all students into the bus tablet when students get on and off the school bus while performing route duties. This is to ensure that there is a record of all students who ride the bus to ensure proper transport and safety of all on board.
7. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
8. Have their children properly dressed for the weather.
9. Have a plan in case the bus is late.

Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Transportation Director at 218-773-0476**.

Consequences for inappropriate behavior on the bus will be referred to the school administration. Due process will be followed in all disciplinary proceedings. Serious misconduct may be reported to local law enforcement.

- First Offense: Warning. Bus Conduct Report completed, meets with administration, Conduct Report sent home, and parent/guardian contacted
- Second Offense: Bus Conduct Report completed, meets with administration, Conduct Report sent home, and parent/guardian contacted, student suspended from the bus for 1 day.
- Third Offense: Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, student suspended from the bus 3 days
- Fourth Offense: Bus Conduct Report completed, meeting with administration, Conduct Report sent home, parent/guardian contacted, student suspended from the bus 5 days
- Fifth Offense: Based on the severity of a student's conduct, student may be suspended from the bus for the remainder of the quarter or year.

WITHDRAWING CHILDREN

If you will be moving and your child will be withdrawn from the East Grand Forks Public Schools, please inform the school secretary by sending a note or calling the office indicating the date of the last day of attendance. We will send the student's school records directly to the new school. We wish you the best at your new school!

At any time please feel free to contact the school administration if you have any questions or concerns regarding this handbook. Being Respectful, Responsible, and Safe are our first priorities at South Point Elementary.